

REQUEST FOR ANNUAL INSTALMENT WITH UP-TO-DATE STATEMENT OF EXPENDITURE

(Year Means Financial Year i.e. 1st April to 31st March of next year)

- | | |
|--|-----------------------------------|
| 1. Sanction Letter No. _____ | 6. Grant Received in each year: |
| 2. Total Project Cost Rs. _____ | a. 1 st year Rs. _____ |
| 3. Sanctioned/ Revised project cost
(If applicable) Rs. _____ | b. 2 nd year Rs. _____ |
| 4. Date of Commencement of
of Project _____ | c. 3 rd Year Rs. _____ |
| | d. Interest, Rs. _____
if any |
| 5. Statement of Expenditure | e. Total Rs. _____ |

EXPENDITURE INCURRED						
Sl. NO.	HEADS OF EXPENDITURE AS PER SANCTION ORDER	AMOUNT ALLOCATED/ SANCTIONED	1 st YEAR FROM DATE OF START () TO MARCH 31 _____	2 nd YEAR FROM APRIL 01 _____ TO MARCH 31 _____	3 rd YEAR FROM APRIL 01 _____ TO MARCH 31 _____*	TOTAL EXPENDITURE
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
	Total					

Funds released so far: _____
 Date of start of project: _____
 Date of Completion: _____

Signature of PI

Signature and Seal of Head
of organisation

Signature & Seal
of Chartered Accountant

* or till date of completion

Note:

1. Expenditure under the sanctioned heads, at any point of time, should not exceed funds allocated under that head, without prior approval of DST i.e. Figures in Column (vii) should not exceed corresponding figures in Column (iii)
2. Utilisation Certificate for each financial year ending 31st March has to be enclosed, along with request for carry-forward permission to next year.